



At the Corporate Services meeting held on the 11<sup>th</sup> June 2018, Members were advised that a review of the Town Councils Standing Orders, Committee Functions & Terms of Reference, Scheme of Delegation and Financial Regulations was under way and that the extract from the approved Committee Functions & Terms of Reference, which related to this committee would be presented at the Corporate Services meeting to be held on the 24<sup>th</sup> September 2018.

Members received an extract from the approved Committee Functions & Terms of Reference which related to this committee. This set out the functions delegated to the committee by the Town Council.

**Resolved: To note the information.**

#### **9575 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS**

Accounts Sub-Committee: 8<sup>th</sup> May 2018, 29<sup>th</sup> May 2018, 19<sup>th</sup> June 2018. Also, for noting, following the dissolution of the Accounts Sub-Committee, the minutes of the meeting held on the 9<sup>th</sup> July 2018.

**Resolved:**

- 1. To receive the Minutes of the Accounts Sub-Committee meetings of 8<sup>th</sup> May 2018, 29<sup>th</sup> May 2018, 19<sup>th</sup> June 2018.**
- 2. To note the Minutes of the Accounts Sub-Committee meeting held on the 9<sup>th</sup> July 2018.**

Members discussed the minutes from the Accounts Sub-Committee meeting held on the 19<sup>th</sup> June 2018. Members felt, under minute number AC1547, that the text, which appeared in italics, did not make it clear that this information had come from another meeting. Members felt that in order to further clarify where this information had originated from minute number (9449) should have been included. Whilst Members acknowledged that these minutes had been agreed at the Accounts Sub-Committee meeting held on the 9<sup>th</sup> July, they still wished for the matter to be noted.

#### **9576 BUDGET REVIEW**

Members received the Corporate Services budget to date.

**Resolved: To note the information.**

#### **9577 BANK AND CASH RECONCILIATION STATEMENTS**

Members received the bank and cash reconciliation statements for January to August 2018.

Members voted on recommendation 1:

Members for: 5

Members against: 0

Abstentions: 1

Members voted on recommendation 2:

Members for: 5

Members against: 0

Abstentions: 1

Accordingly, recommendations 1 and 2 were carried.

**Resolved:**

- 1. To approve the monthly Bank and Cash Reconciliation statements from January to August 2018;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

**9578 BANKING ARRANGEMENTS, INVESTMENT STRATEGY & INVESTMENT ARRANGEMENTS**

In accordance with the Committee Functions & Terms of Reference and Financial Regulations 8.4, this Committee was required to annually review the Banking Arrangements, Investment Strategy & Investment Arrangements.

Members discussed the obligation of the Town Council to be prudent and responsible with public money. Members suggested that an investment report could be made available, at the Annual Towns Meeting, as part of the Corporate Services report.

**Resolved: To recommend to Town Council that the Banking Arrangements, Investment Strategy & Investment Arrangements be approved.**

**9579 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT**

In accordance with the Committee Functions & Terms of Reference and Financial Regulations 8, this Committee was required to be presented with an annual report on loans taken out, repayments made and outstanding liability. Members received this report.

Members were advised that paying off loans early had been investigated, it was advised that due to bank charges, it was more cost effective to allow the loans to run to completion.

**Resolved: To note the report.**

**9580 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE**

Members received an extract from the Houghton Regis: Our 2020 Vision as it related to this committee which updated Members on the current status of the agreed Outcomes.

5k – Develop a HRTC policy position on statutory functions provided by outside bodies – Members suggested that a draft policy be brought to the next Corporate Services meeting. Members suggested this policy detail the process in how the Town Council would a) respond to consultations from statutory bodies and b) seek opportunities for partnership working with local authorities and where possible seek costs from those authorities.

For example, Members requested that the duties undertaken by Houghton Regis Town Council in place of Central Bedfordshire Council be logged and a list compiled over a period of one year, at the end of which time this would be presented to Central Bedfordshire Council ~~as evidence of their failure to undertake their statutory duties~~ for consideration and discussion.

51 – Develop a local apprenticeship scheme – Members requested that the status of this item be changed from amber to green. Members felt that the Town Council need to be mindful when employing apprentices, at the end of their schemes, as this practice was likely to remove the opportunity of employing local people into future schemes. Members requested this matter be discussed at the next Personnel Sub-Committee meeting.

**Resolved: To note the report.**

#### **9581 OPEN SESSIONS/BRIEFINGS**

At the meeting of the Corporate Services Committee held on the 11<sup>th</sup> June 2018 members felt, under the Review of Vision (5b) – review the democratic structure to ensure that the Town Council delivered its 5 objectives, that the open sessions were not productive and requested that this item be placed on the next agenda of the Corporate Services Committee for discussion.

After further discussing the open sessions and their benefits it was agreed that any outcome should be decided on by all Members and not just those appointed to the Corporate Services Committee. Therefore, it was decided that this item should be considered at the next Town Council meeting.

**Resolved: To recommend to Town Council the consideration of the implications the Review of Vision (5b) - review the democratic structure to ensure that the Town Council delivered its 5 objectives and in particular Member Open Sessions.**

#### **9582 POLICY REVIEW DOCUMENT**

At the Corporate Services meeting held on the 11<sup>th</sup> June 2018 members discussed the Policy Review Document. During discussions members voiced concerns that some risk assessments may have become diluted, over time, which could result in possible misleading levels of risk. Members requested that examples of risk assessments be presented to the next meeting of the Corporate Services Committee for consideration. Members received copies of the risk assessments for the Town Council's Carnival Float and the Santa Float.

Members were advised that a new format of a risk assessment document was being used, hence two styles of risk assessments being presented. Members were advised that staff and Councillors had received risk assessment training on the 9<sup>th</sup> May 2017. In order to not impose undue additional pressure on staff if it was agreed that the new format would be used when each risk assessment was revisited. After comparisons

were made, it was agreed that the new format was easier to understand and complete. However, concerns were raised that these documents contained named personnel and felt that job titles only should be used.

**Resolved: To note the information.**

#### **9583 CAPABILITY POLICY**

Members of this Committee were asked to consider the attached Capability Policy and make a recommendation to Town Council for its approval.

Members felt that some of the wording was inconsistent and needed to be clear. It was felt that verbal warnings should be completed by Line Managers and written warnings completed by the Town Clerk.

**Resolved: To defer reviewing this item until further information and guidance was received from the Town Council's Human Resources provider.**

#### **9584 REVIEW OF PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 2018**

Members were advised, according to the Policy Review Document, that the review of this document was scheduled to be undertaken at this meeting.

The Information Commissioners Office had advised that a new Section 45 Code of Practice was issued on the 4<sup>th</sup> July 2018 and that they would be updating the Guide to FOI and Section 45 guidance in due course.

Members were advised that this item was being deferred to allow further guidance to come from the ICO or NALC.

#### **9585 GDPR**

For information Members were advised that NALC had confirmed, that following the outcome of an agreed late amendment to the Data Protection Bill, parish councils do not have a duty to appoint a Data Protection Officer.

**Resolved: To defer this item to the next meeting.**

#### **9586 RISK MANAGEMENT STRATEGY & SCHEDULE**

In accordance with Financial Regulation 17.1, the council was responsible for putting in place arrangements for the management of risk. The Clerk prepared, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements would be reviewed by the council at least annually.

Members discussed the risk management schedule and requested that amendments be made to the schedule so as to include unregistered land and the risks associated with this.

**Resolved:** To recommend to Town Council that the HRTC Risk Management Strategy & Schedule be approved subject to the amendments above.

#### **9587 FLAG FLYING PROTOCOL**

At the Town Council meeting held on the 18th June 2018 Members were requested to consider and approve a council flag flying protocol based on information provided by the Flag Institute. At this meeting Members recommended, minute number 9455, that the adoption of this protocol be deferred until it had been further discussed at the Corporate Services meeting.

Members discussed the positioning of the poles and which way was considered left and right, members agreed that looking at the poles from Memorial Hall would be the accepted viewpoint.

Members discussed the possibility of illumination of the flags.

Members requested that an inspection regime be included in the policy and implemented.

**Resolved:**

- 1) To recommend to Town Council that the Flag Flying Protocol be approved.
- 2) To recommend to Town Council the illumination of the flag poles in accordance within the guidelines of the Flag Institutes, Flag Flying Protocol.

#### **9588 PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE**

At the Town Council meeting held on the 18<sup>th</sup> June 2018 Members were requested to consider and approve a council policy for marking the death of a senior national figure or local holder of high office.

At this meeting Members recommended, minute number 9456, that the adoption of this protocol be deferred until it had been further discussed at the Corporate Services meeting

Members requested that a loose leaf condolence book be purchased and kept in preparation for any such future event.

**Resolved:** To recommend to Town Council that the Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office be approved.

**The Chairman declared the meeting closed at 9.16pm**

**Dated this 24<sup>th</sup> day of September 2018**

**Chairman**